

**Sample Waiver Letter  
(RinC)**

1136

From: Commanding Officer, Navy Recruiting District \_\_\_\_\_  
To: \_\_\_\_\_, USN, \_\_\_\_\_  
(Rank, Full Name) (SSN)

Via: (1) EPO  
(2) CR

Subj: PERSONNEL QUALIFICATION STANDARDS WAIVER FOR RECRUITER IN  
CHARGE POSITION (RANK, FIRST NAME, LAST NAME, XXX-XX-  
1234)

Ref: (a) COMNAVCRUITCOMINST 1136.2N

1. Per reference (a), you are hereby granted a waiver to fill the Recruiter in Charge position prior to completion of your PQS for a six-month period from the date of this letter. You must diligently strive to complete your PQS qualifications during this period.

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Commanding Officer

Copy to:  
Member's training jacket

**Sample Waiver Letter  
(Zone Supervisor)**

1136

From: Commanding Officer Navy Recruiting District \_\_\_\_\_  
To: Commander Navy Recruiting Region (\_\_\_\_\_)

Subj: PERSONNEL QUALIFICATION STANDARDS WAIVER FOR ZONE  
SUPERVISOR ICO (RANK, FIRST NAME, LAST NAME, XXX-XX-1234)

Ref: (a) COMNAVCRUITCOMINST 1136.2N

1. Per reference (a), request a waiver for SNM to fill a Zone Supervisor position prior to completion of PQS qualification for a six-month period from the date of this letter. Member will diligently strive to complete his/her PQS qualification during this period.

\_\_\_\_\_  
Commanding Officer

\_\_\_\_\_  
From: Commander, Navy Recruiting Region \_\_\_\_\_  
To: Commanding Officer, Navy Recruiting District \_\_\_\_\_

Subj: PERSONNEL QUALIFICATION STANDARDS WAIVER FOR ZONE  
SUPERVISOR ICO (RANK, FIRST NAME, LAST NAME, XXX-XX-1234)

\_\_\_\_\_Approved                      \_\_\_\_\_Disapproved

Comments:

\_\_\_\_\_  
Signature, Region Commander

Copy to:  
Member's training jacket